

C O N F I D E N T I A L

TO : All Area Records Officers DATE: 23 October 1961

FROM : CIA Records Administration Officer

SUBJECT: Report of Records Holdings and Destruction for
Fiscal Year 1961

1. I'm sure each of you will be interested in the attached charts showing records holdings and destruction which were compiled from the statistical data submitted in your annual reports.

2. An analysis of the 1961 fiscal year reports shows that our total Agency records holdings decreased by 33,400 cubic feet or a reduction of 18% from the previous year. The greatest reduction in records holdings (27%) was reported by the DDI area. Other significant factors derived from these reports indicate the rate of destruction in all offices increased 38% over 1960 and has more than doubled in the past two fiscal years.

3. I believe these trends indicate an increased and more active participation by each of you. I am pleased with these results. On the other hand, I am concerned again about the large volume of temporary records in offices and in the Center on which there is no definite retention period. I plan to make this a major item for our program in the coming months and will discuss it with you soon.

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Enclosure:
2 Charts

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